

**BY ORDER OF THE COMMANDER
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION
10-201**



3 MAY 2012

Operations

***STATUS OF RESOURCES AND
TRAINING SYSTEM (SORTS)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. This instruction establishes guidance, responsibilities, and procedures for all units responsible for status of resources and training system (SORTS) reporting. It applies to all units and agencies those submit SORTS, or are directly responsible to supply SORTS data to individual agencies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This document has minor formatting revisions (Attachment 1).

1. General Information. To be cognizant of assigned unit's resources and training status, designated individuals should review database retrievals provided by the 374th Airlift Wing Reports/SORTS (374 AW/CP).

2. Responsibilities:

2.1. The 374th Airlift Wing Commander (374 AW/CC) or appropriate authority will:

2.1.1. Ensure at least two SORTS managers are appointed from 374 AW/CP to ensure continuity of reporting during peacetime and contingencies (i.e., deployments, leave, TDY, or permanent change of station [PCS]).

2.1.2. Ensure the two appointed individuals are trained in the responsibilities of being a 374 AW SORTS manager to provide continuity within the SORTS program. (Managers should have at least 12 months retainability.)

2.1.3. Ensure that all newly assigned unit commanders receive SORTS indoctrination training upon inprocessing to the wing.

2.2. 374 AW/CP will:

2.2.1. Conduct wing-level initial training for new SORTS monitors and quarterly SORTS training for unit monitors to address the general responsibilities and procedures encompassing SORTS reporting, to include newly established reporting guidance. The 374 AW/CP will also provide training to individual units and commanders upon request. The wing SORTS managers will keep all training documentation on file for initial (wing-level) and quarterly training for unit monitors.

2.2.2. Ensure all new commanders receive training from the wing SORTS managers NLT 60 days from appointment. The wing SORTS managers will keep all commanders' training documentation on file.

2.2.3. Maintain a classified SORTS continuity folder on each reporting unit containing the current master copy of the unit's designed operational capability (DOC) statement, completed SORTS worksheets for 60 days, and GSORTS retrievals for 60 days.

2.2.4. Maintain an unclassified continuity book (may be more than one) with information from each reporting unit to include: unit SORTS appointment letter, Manpower appointment letter, initial and quarterly unit monitor training, initial commander's training, two most recent higher headquarters (HHQ) Staff Assistance Visits (SAVs) and results, two most recent Wing level SAVs and results, pertinent HHQ unit guidance messages, and 374 AW SORTS manager policy letters.

2.2.5. Provide an annual schedule of monthly appointments for units to deliver their SORTS report. The scheduled show times will allow adequate time to address accuracy of the report as well as issues affecting the units reporting. The SORTS report will be processed while the unit monitor is in the command post. The GSORTS Database Retrieval will be provided to the unit monitor and the Wing SORTS managers will correct any errors found by the unit monitor within 24 hours.

2.2.5.1. Maintain positive control of the most recent original worksheets for each unit reported in the wing's SORTS database until such time as the material is properly destroyed.

2.2.6. Brief the 374 AW/CC or designated alternate on the wing's monthly SORTS reports and any out-of-cycle report(s) prior to transmission to HHQ. Ensure 374 AW/CC or designated alternate signs a releasing letter prior to transmission of any report.

2.2.7. Transmit the wing's SORTS report to HHQ by the last duty day of the month or within 24 hours of a change in readiness.

2.2.8. Ensure all error notification messages are corrected within 24 hours after receipt.

2.2.9. Conduct a SAV on each reporting unit semi-annually and as required. The last two SAV reports and any corrective action memos applicable to those SAV reports will be maintained on file in unit SORTS folders.

2.2.10. Pull a database retrieval (DBR) for every report sent within 24 hours.

2.2.10.1. Provide unit SORTS monitors with a copy of that unit's DBR anytime an updated report is submitted. DBRs will be sent over SIPRnet to the unit monitor for verification, forwarded to the unit commander for review, and returned to the unit monitor and wing SORTS Manager. The DBR and email will be printed and posted. If for any reason this process cannot be completed due to technical difficulties, the unit commander will sign a hard copy which will be turned into the Wing SORTS Manager. Regardless of the method used, DBRs will be returned to the Wing SORTS Manager by the specified time, normally 3 duty days.

2.3. 374th Maintenance Group Commander (374 MXG/CC) will:

2.3.1. Ensure maintenance SORTS data inputs are given to the 36th Airlift Squadron (36 AS) monitors within 3-5 days of SORTS reports being due.

2.3.2. Ensure any 374 MXG SORTS deficiency is clearly identified, and the projected improvement dates are accurate and realistic. If an item(s) will limit or delay unit operations, it should be reported listing national stock number (NSN), nomenclature, and quantity required.

2.4. 374th Operations Group Commander (374 OG/CC) will:

2.4.1. Ensure that 374 OG squadron commanders have appropriately assessed the overall C-level for their squadron, and when changing the overall C-level, provide a clear and concise reason remark explaining why the assessment was made. This process will be determined by the group commander.

2.4.2. Ensure accurate personnel availability data (leaves, TDY, DNIF, etc.) is provided to each squadron.

2.4.3. Ensure any 374 OG SORTS deficiency is clearly identified, and the projected improvement dates are accurate and realistic.

2.4.4. Ensure two or more SORTS monitors in each squadron are appointed and adequately trained to perform SORTS duties emphasizing the need for accuracy and attention-to-detail. Units must maintain the ability to deploy one SORTS trained monitor, and allow for peacetime leave and TDYs without disrupting normal reporting requirements. Reports will not be delayed due to unavailability of SORTS monitors.

2.4.5. Ensure that 374 OG squadron commanders review, sign, and date SORTS DOC Statement(s) as soon as possible after assuming command, receiving a new statement, upon a change to an existing statement, and annually thereafter.

2.4.6. Ensure that 374 OG squadron commanders/designated alternates review all DBRs.

2.5. 374th Mission Support Group Commander (374 MSG/CC) will:

2.5.1. Ensure that 374 MSG squadron commanders have appropriately assessed the overall C-level for their squadron, and when changing the overall C-level, provide a clear and concise reason remark explaining why the assessment was made. This process will be determined by the group commander.

2.5.2. Ensure any 374 MSG SORTS deficiency is clearly identified, and the get-well dates are accurate and realistic.

2.5.3. Ensure two or more SORTS monitors in each squadron are appointed and adequately trained to perform SORTS duties emphasizing the need for accuracy and attention-to-detail. Units must maintain the ability to deploy one SORTS trained monitor, and allow for peacetime leave and TDYs without disrupting normal reporting requirements. Reports will not be delayed due to unavailability of SORTS monitors.

2.5.4. Ensure that 374 MSG squadron commanders review, sign, and date SORTS DOC Statement(s) as soon as possible after assuming command, receiving a new statement, upon a change to an existing statement, and annually thereafter.

2.5.5. Ensure that 374 MSG squadron commanders review all DBRs.

2.5.6. Ensure the 374th Logistics Readiness Squadron (374 LRS) provides the 36 AS and 459th Airlift Squadron (459 AS) accurate Dyna-METRIC Microcomputer Analysis System (DMAS) capability assessments and Mobility Readiness Spares Package (MRSP)/In-Place Readiness Spares Package (IRSP) percentages. The capability assessment will include sorties versus aircraft availability, full mission capable rate, and list problem parts. MRSP/IRSP percentages of on-hand assets will be provided by dividing on-hand robusted (XD) MRSP/IRSP assets by (XD) authorization.

2.5.7. Ensure the 374 LRS Logistics Plans Flight (374 LRS/LGRRP) provides an accurate printout of each unit type code (UTC) tasking to each squadron having mobility or combined mobility/generation DOC statement.

2.5.8. If an item(s) will limit or delay unit operations, it should be reported listing NSN, nomenclature, and quantity required.

2.6. 374th Medical Group Commander (374 MDG/CC) will:

2.6.1. Assign the overall C-level for the medical group and, when changing the overall C-level, provide a clear and concise remark explaining why the assessment was made.

2.6.2. Ensure any 374 MDG SORTS deficiencies are clearly identified, and the projected improvement dates are accurate and realistic.

2.6.3. Ensure two or more SORTS monitors are appointed and adequately trained to perform SORTS duties emphasizing the need for accuracy and attention-to-detail. Units must maintain the ability to deploy one SORTS trained monitor, and allow for peacetime leave and TDYs without disrupting normal reporting requirements. Reports will not be delayed due to unavailability of SORTS monitors.

2.6.4. Ensure the responsibilities outlined in paragraph 2.7. are met due to the 374 MDG unique level of report (at the group level).

2.7. Squadron commanders/designated alternates of reporting units will:

2.7.1. Review, sign, and date SORTS DOC Statement(s) as soon as possible after assuming command, receiving a new statement, upon a change to an existing statement, and annually thereafter.

2.7.2. Ensure two or more SORTS monitors are appointed and adequately trained to perform SORTS duties emphasizing the need for accuracy and attention-to-detail. Units must maintain the ability to deploy one SORTS trained monitor, and allow for peacetime leave and TDYs without disrupting normal reporting requirements. Reports will not be delayed due to unavailability of SORTS monitors. Ensure unit SORTS monitors are trained on unit specific SORTS reporting requirements within 60 days of appointment. (Monitors should have at least 12 months retainability).

2.7.3. Ensure a unit level SORTS training program is established to ensure appointed monitors are adequately trained. The training program should address unit-unique reporting responsibilities and written procedures for gathering the SORTS data necessary to complete the unit's report.

2.7.4. Ensure the unit SORTS monitors maintain a SORTS continuity folder IAW 374 AWI 10-201.

2.7.5. Ensure squadron personnel data is being reported accurately and timely to the unit SORTS monitor for inclusion in the SORTS report.

2.7.6. Review the SORTS report worksheets for accuracy. Sign the completed worksheets and ensure that submission to 374 AW/CP is NLT the time specified on the Annual Turn-in Letter.

2.7.7. Ensure unit SORTS reports are submitted within 24 hours of a change in readiness, expiration of a Get Well/Worse Date, or IAW the yearly SORTS appointment letter (provided by the Subordinate Reporting Organization [SRO]).

2.7.8. Review the DBR to verify the accuracy.

2.7.9. Ensure that a commander's assessment is used when the overall unit SORTS rating does not accurately represents the unit's wartime capabilities.

2.7.10. When reporting less than C-1, whether commander assessed or not, describe in a REASN remark what mission(s) or portions of the mission(s) the unit is not performing, capable of performing, or the reason for an assessment.

2.7.11. If an item(s) will limit or delay unit operations, it should be reported listing NSN, nomenclature, and quantity required.

2.8. Unit monitors will:

2.8.1. Ensure an appointment letter is submitted to the Wing SORTS Manager and 374th Force Support Squadron Manpower (374 FSS/FSMM) NLT 5-duty days after a change in personnel occur.

2.8.1.1. Conduct and document initial squadron commander/releasing official SORTS training.

2.8.2. Establish and document a SORTS training program to sufficiently train new unit SORTS monitors in gathering, preparing, validating, and submitting SORTS data to the Wing SORTS Manager in a timely manner. It is highly recommended that unit SORTS monitors use Attachment 2 as their training outline, modified as necessary. Training documentation will consist of a unit training outline, completed and signed by the trainer and trainee, and maintained in the unit's unclassified SORTS continuity binder. The Air Education and Training Command (AETC) Mobile Training Team (MTT) certificate, Wing training documentation, and any other training documentation will accompany this outline.

2.8.3. Submit any out-of-cycle unit SORTS report to the Wing SORTS Manager, as soon as possible after an overall C-level, measured area level, Projected Improvement Date (PID)/Get Worse Date (GWD), overall reason code, measured area reason code changes, or when directed. Reports must be in the database within 24 hours of a change. Reports may be submitted to the Wing SORTS Manager prior to the change taking place.

2.8.4. Process a DBR for every report. DBRs will be sent over SIPRnet to the unit monitor for verification.

2.8.4.1. Forward the DBR to the unit commander for review.

2.8.4.2. Ensure the commander reviews the DBR and replies to the Wing SORTS Manager within the specified time, normally 3 duty days. If 3 duty days elapse, a Memorandum for Record (MFR) will be generated stating the reason for the busted suspense.

2.8.4.3. Print the commander's response email with the DBR and post in the classified continuity binder.

2.8.4.4. If for any reason the electronic DBR process cannot be completed due to technical difficulties, the unit commander will sign a hard copy which will be turned into the Wing SORTS Manager. Regardless of the method used, DBRs will be returned to the Wing SORTS Manager by the specified time, normally 3 duty days.

2.8.5. Review monthly personnel availability data (leaves, TDY, DNIF, etc.) provided to each squadron by Personnel Readiness Flight (PRF)

2.8.6. Establish and maintain two (one unclassified and one classified) SORTS continuity binders IAW 374 AWI 10-201.

2.8.6.1. Maintain an unclassified continuity binder divided as follows:

2.8.6.1.1. Tab A will contain the PACAF's Appointment Letter, Wing Appointment Letter, Unit Appointment Letter, Manpower Appointment Letter, PRU email and the Annual Turn-In schedule.

2.8.6.1.2. Tab B will contain initial training conducted by the Wing SORTS Manager for Commander's, Releasing Official's, and Monitor's, the AETC certified SORTS MTT certificate (as applicable), initial squadron training, sample worksheets and training program, and the Turn-In Checklist. All releasing officials on the appointment letter must receive training and maintain documentation.

2.8.6.1.3. Tab C will contain all quarterly training since the last PACAF conducted SAV with the most current on top and two most recent SAVs with unit replies if there were findings (conducted by Wing Manager).

2.8.6.1.4. Tab D will contain AFI's and 374 AWI.

2.8.6.1.5. Tab E will contain supporting policies and guidance letters.

2.8.6.2. Maintain a classified continuity binder divided as follows:

2.8.6.2.1. Tab A will contain a copy of the current DOC statement initialed and dated by the current commander.

2.8.6.2.2. Tab B will contain a copy of the last 60 days of worksheets to include all supporting documentation, last 60 days of retrievals with Commander's signature or email review, Authorized vs. On-hand Equipment and Wartime Vehicle Requirements (374 LRS only).

2.9. Manpower Office will:

2.9.1. Appoint a primary and alternate point of contact (POC) and a list of personnel designated to validate personnel authorizations included on SORTS Personnel Worksheets.

2.9.2. Retain a copy of each Unit Type Code (UTC)/Unit Manning Document (UMD) extracts to validate personnel worksheets.

2.9.3. Provide 36 AS unit SORTS monitors with aircraft maintenance UMD extracts (total authorized and critical AFSC) filtered by applicable Program Element Code (PEC).

2.9.4. Provide newly assigned unit SORTS monitors initial manpower training and sign their unit monitor SORTS Initial Training memorandum upon completion.

WILLIAM M. KNIGHT, Colonel, USAF
Commander, 374th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-201, *Status of Resources and Training System*, 13 April 2006

AFPD 10-2, *Readiness*, 30 October 2006

Chairman of the Joint Chief of Staff Manual (CJCSM) 3150.02A, *Global Status of Resources and Training System (GSORTS)*, 29 April 2004

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFSORTSDET—Air Forces SORTS Data Entry Tool

AUTODIN—Automatic Digital Network

CADAT—Forecast Date Of Change

CARAT—Forecast Change Rating

CJCS—Chairman, Joint Chiefs of Staff

DMAS—Dyna-METRIC Microcomputer Analysis System

DNIF—Duty Not Including Flying

DOC—Designed Operational Capability

GWD—Get Worse Date

GCCS—Global Command and Control System

HHQ—Higher Headquarters

IAW—In Accordance With

IC—Interim Change

ID—Identification

IRSP—In-Place Readiness Spares Package

MFR—Memorandum For Record

MRSP—Mobility Readiness Spares Package

MTT—Mobile Training Team

NLT—Not Later Than

NSN—National Stock Number

PCS—Permanent Change of Station

PERTP—Total Personnel Percent

PID—Projected Improvement Date

PRF—Personnel Readiness Flight

RAS IT—Readiness Assessment System Input Tool

SAV—Staff Assistance Visit

SBRPT—Subordinate Reporting Organization (374 AW Command Post)

SORTS—Status of Resources and Training System

TDY—Temporary Duty

UMD—Unit Manpower Document

UTC— Unit Type Code

Attachment 2

EXAMPLE TRAINING OUTLINE

Figure A2.1. Example Training Outline

INTRODUCTION: Air Force SORTS reporting is designed to provide a timely and accurate assessment of the status of resources required by a unit to accomplish its wartime mission. Units must strive to achieve prescribed levels of equipment and personnel and to maintain and train them in order to perform their wartime mission.

CRITERION OBJECTIVE: Develop an introductory level understanding of the SORTS.

CONDITION(S): AFI 10-201 and 374 AWI 10-201.

TYPE OF EVALUATION: Oral examination, performance scenario, and/or a combination thereof.

INSTRUCTIONAL METHODS: Demonstration, performance, and lecture.

SUBTASKS:**ST1: Classifying SORTS Data.****Date / Trainee/Trainer**

- | | | |
|---|----------|-----------------------|
| ___1. Read AFI 10-201, paragraph 1.4. | | _____ / _____ / _____ |
| ___2. Discuss and resolve any questions/concerns with your trainer. | | _____ / _____ / _____ |
| ___3. Oral examination. | Go/No Go | _____ / _____ / _____ |

ST 2: Understanding SORTS and its importance.

- | | | |
|---|----------|-----------------------|
| ___1. Review AFI 10-201, paragraphs 1.4. – 1.7. | | _____ / _____ / _____ |
| ___2. Discuss and resolve any questions/concerns with your trainer. | | _____ / _____ / _____ |
| ___3. Oral examination. | Go/No Go | _____ / _____ / _____ |

ST 3: Understand assignment responsibilities of MAJCOM, subordinate reporting organizations and measured units.

- | | | |
|---|----------|-----------------------|
| ___1. Read AFI 10-201, paragraph 1.11.10.2. | | _____ / _____ / _____ |
| ___2. Explain to your trainer the responsibilities of a subordinate reporting organization and a measured unit. | | _____ / _____ / _____ |
| ___3. Discuss and resolve any questions/concerns with trainer. | | _____ / _____ / _____ |
| ___4. Oral examination. | Go/No Go | _____ / _____ / _____ |

ST 4: Understand DOC Statements.

- ___1. Read AFI 10-201, Attachment 2. _____ / _____ / _____
- ___2. Explain to your trainer the purpose of a DOC statement. _____ / _____ / _____
- ___3. Explain to your trainer the reason for annual review of a DOC statement. _____ / _____ / _____
- ___4. Familiarize yourself with unit DOC statement; explain to your trainer what measured areas, specific fields, and additional criteria is reported through SORTS per your DOC statement. _____ / _____ / _____
- ___5. Read AFI 10-201, paragraphs 1.4. and A2.8 and discuss the classification of your DOC statement and why. _____ / _____ / _____
- ___6. Discuss and resolve any questions/concerns with trainer. _____ / _____ / _____
- ___7. Oral Examination. Go/ No Go _____ / _____ / _____

ST 5: Understand C-levels, Remarks and Reason Codes.

- ___1. Read AFI 10-201, Chapter 2, pages 43-57. _____ / _____ / _____
- ___2. Report C-level changes within 24 hours. _____ / _____ / _____
- ___3. Discuss with your trainer when and why you submit out of cycle reports. _____ / _____ / _____
- ___4. Explain to your trainer what reasons other than C-level changes require a new/updated report. _____ / _____ / _____
- ___5. Explain to your trainer the 6 C-levels and what they mean. _____ / _____ / _____
- ___6. Explain to your trainer what reason codes are and when they are used. _____ / _____ / _____
- ___7. Explain to your trainer a few of the instances in which a narrative remark would be used. _____ / _____ / _____
- ___8. Explain to your trainer how in-depth narrative remarks should be. _____ / _____ / _____
- ___9. Explain/demonstrate to your trainer the proper use and proper format of a CADAT remark. _____ / _____ / _____
- ___10. Discuss and resolve any questions with your trainer. _____ / _____ / _____
- ___11. Oral examination. Go/ No Go _____ / _____ / _____

ST6: Understand SORTS worksheets/instructions used to prepare the SORTS report.

- ___1. Review requirements and local modifications for each applicable worksheet. _____ / _____ / _____
- ___2. Using your resources (i.e., UMD, desire list, UTC extract, DOC statement) or an example provided by your trainer, complete sample worksheets for your unit. _____ / _____ / _____
- ___3. Demonstrate to your trainer the proper format used to delete a field from your report and when it would be used. _____ / _____ / _____
- ___4. Demonstrate to your trainer the proper way to classify your SORTS worksheets. _____ / _____ / _____

- ___5. Explain/demonstrate to your trainer reasons for commander's assessments, and the proper way to format it on your SORTS worksheet. _____ / _____ / _____
- ___6. Explain/demonstrate to your trainer the difference between overall and critical personnel, and the proper way to calculate and fill out the personnel worksheet. _____ / _____ / _____
- ___7. Explain/demonstrate to your trainer when a PERTP field/remark is required, and show the proper format and position on your worksheet. _____ / _____ / _____
- ___8. Explain to your trainer what signatures are required on the SORTS report. _____ / _____ / _____
- ___9. Explain to your trainer what names are required in the RICDA. _____ / _____ / _____
- ___10. Explain/demonstrate to your trainer what the CARAT/CADAT field is and how it is reported on the overall worksheet. _____ / _____ / _____
- ___11. Discuss and resolve any questions /concerns with trainer. _____ / _____ / _____
- ___12. Oral examination. Go/No Go _____ / _____ / _____

ST7: Prepare a real SORTS report and perform a SORTS turn-in.

- ___1. Under the supervision of your trainer, prepare an actual SORTS report for turn-in. _____ / _____ / _____
- ___2. Under the supervision of your trainer, perform group/squadron commander SORTS brief. _____ / _____ / _____
- ___3. Under the supervision of your trainer, coordinate SORTS report with appropriate offices (i.e., 374 AW/MO). _____ / _____ / _____
- ___4. Under the supervision of your trainer, turn your unit SORTS report into wing SORTS managers. _____ / _____ / _____
- ___5. Discuss any questions/concerns with your trainer. _____ / _____ / _____
- ___6. Oral examination. Go/No Go _____ / _____ / _____

TRAINEE IS GO / NO GO FOR MONITOR CERTIFICATION

TRAINEE: _____
PRINTED NAME / SIGNATURE / DATE

TRAINER: _____
PRINTED NAME / SIGNATURE / DATE

TRAINING COMPLETION DATE: _____
MM / DD / YYYY